

PROPOSAL FORMAT INSTRUCTIONS

Proposals shall be submitted in two separate volumes as follows:

Contractors are required to submit one (1) original and two (2) copies of Volume I and submit one (1) original and two (2) copies of Volume II. The originals must be marked “Original” and be three hole punched.

Volume I - Cover Page and Table of Contents
Technical Proposal

Volume II - Cover Page and Table of Contents
Price Sheets

Scope of Work

- The Contractor shall own and maintain an inventory of belts and filters on Project Hanford’s work site.
- Contractor shall replenish items consumed by Project Hanford to maintain minimum and maximum levels. Levels are to be based on daily sales or in conjunction with recommendation from the Contract Specialist.
- At the time of inventory replenishment the Contractor shall insure the integrity of the new and existing stock of belts.
- Contractor is required to perform mandatory semi-annual inspection of belt stock, to verify the belt’s integrity.
- Fluor Hanford reserves the right to reject belts that can not be used (integrity of belts has been compromised) and the Contractor will replenish them at no additional cost.
- Contractor will provide the following reports:
 - Weekly usage report – emailed to the Contract Specialist and Buyers Technical Representative (BTR)
 - Monthly running tally of inventory/quantity and value – emailed to the Contract Specialist and BTR
- Contractor will conduct monthly inventories with assistance from a FH Storekeeper.

Volume I shall include descriptions, examples, and samples, etc., sufficient to demonstrate the following:

Qualification Criteria

A. Responsive

- Contractor will explain how they can meet the requirements identified above in the SOW. In addition, if there are other issues/concerns that FH needs to be

aware of in implementing a Belt & Filter consignment inventory, the Contractor will identify and provide a solution.

- End-users will order products via the Internet on the Contractor's web site and they should find it easy to order and search for products. Here are some examples of web sites; www.walmart.com; www.cexp.com. Contractors' site will be evaluated to ensure it complies with the ECA requirements by using the enclosed Web Evaluation Form.
- Proposals made under this acquisition are solicited from Small Business Concerns only. All efforts under any resulting Contract shall be performed by a Small Business. Proposals received from concerns that are not Small Businesses shall be rejected.
- Performance of this contract is limited to contractors that are, or will be, operating in the Region 10, for the duration of any resulting contract. Region 10 encompasses: Idaho, Alaska, Oregon, and Washington states.
- Contractor shall provide User Names & Passwords to their site for: Karin Garcia, Chris Hopkins, Sandi Gross, and Alvin Keck.
- Contractor will provide a list of their personnel, who has access to user profiles, as stated in section #9 of the ECA entitled Security for Online Ordering.
- **Provide estimated square footage for storing the products.**

B. Responsible

- Examples of past performance with Hanford, and other DOE sites.
- Contractor will provide a copy of their Privacy Policy & Data Theft Contingency Plan and explain their Web Site security as addressed in the Section #9 "Security for on Line Ordering" in the E-Commerce Agreement (ECA).
- Contractor will provide most recent financial statement as described in Section 12 of the Instructions, Conditions, and Notices to Contactor.
- Contractor shall have in place a system to keep record of;
 - inventory replenishment and inspection dates
 - track usage of materials
 - track integrity issues

Volume II shall include the following:

Qualification Criteria

A. Price Sheets

- Propose prices for the products identified on Exhibit 1 of the E-Commerce Agreement. Submit prices on the Excel documents provided.
- Proposed unit prices shall be all inclusive, for example it should include the following:
 - A. Delivery of the products to 2355 Stevens Dr., Richland, WA 99352
 - B. Packaging and marking of the products

- C. All business expenses (maintenance of the on-line ordering system)
- D. All Administrative Support
- E. Indirect costs
- F. Profit
- G. Credit card transaction charge
- Rebate as outlined in Attachment C of the E-Commerce Agreement.

B. Buyer (P-card Holder) credit card charge must come from the small business.

Fluor Hanford intends to award contract to a Contractor, who meet the requirements of this RFP. Responses shall be provided in accordance with the requirements of this document. Award shall be made to the lowest price, technically qualified Offeror.

Proposal Submittal

1. The proposal due date is March 3, 2004 **3:00 P.M.**, Pacific Standard Time. You may respond electronically to meet the required due date, via e-mail to Karin Garcia, however electronic submittals must be followed by hard copy originals as described above.

The FH standard delivery address is:

Fluor Hanford
P.O. Box 1000
Richland, WA 99352
Attn: Karin Garcia, MSIN H7-10

2. Other Proposal Methods

Proposal, upon approval by Contract Specialist, may be submitted by telephone, telegram or telefaxed (if three (3) pages or less). The original Proposal form and certifications must be sent to the Contract Specialist as confirmation.

3. Late Proposals

Any Proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made, and:

- a. It was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of offers (e.g., an offer submitted in response to a Solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th or earlier); or
- b. It was sent by mail, or e-mail and it is determined that the late receipt was due solely to mishandling upon receipt; or
- c. It is the only Proposal received.

4. Proposal Changes

Any modification of a Proposal, including a modification resulting from the Contract Specialist's request for "Best and Final" Offer, is subject to the same conditions as in the "Late Proposals" section above.

5. Withdrawal of Proposals

Proposals may be withdrawn by written or email notice received at any time prior to award. A Contractor or its authorized representative may withdraw proposals in person, provided its identity is made known and he/she signs a receipt for the Proposal prior to award.

6. The Contract Specialist reserves the right to accept or reject any proposal with or without prior discussion with the Contractor. The Contract Specialist may either:

1. Make award on the basis of proposals received without discussion with Contractors (consequently, initial proposals should be submitted with the most favorable technical and pricing terms), or,
2. Select one or more Contractors for further negotiations, or
3. Reject any or all proposal received, or
4. Issue a request for new proposals, or
5. Cancel the requirement without award

Proposal Validity Date

Contractor must certify that its proposal will remain valid for a minimum of 120 calendar days after the proposal due date specified.

The Contractor must be responsive to, and compliant with, all the requirements of the RFP in accordance with Qualification Criteria identified above. Factors which may be considered in the evaluation included, but are not limited to; the strength of a Contractor to meet Hanford's delivery requirements on past orders, the Contractor's web site security, the amount of Hanford's surveillance expected to be required based upon past performance, financial stability and other pertinent factors that may be in the best interest of the government.